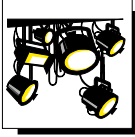


Career as a Freelance Translator / Interpreter



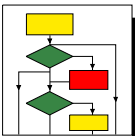
Overview



Career as a Freelance Translator / Interpreter is a primer (introductory) course for students who are interested in launching a career as a freelance translator or language interpreter. A freelance translator converts written material, such as newspaper and magazine articles, books, manuals, websites, or documents from one language into another. An interpreter however, converts spoken material, such as speeches, presentations, depositions, and the like, from one language to another. Translators and Interpreters are typically contracted and can work onsite at a clients location, or for a translation agency or they can work from an office in their home.

The earning potential for freelance translators and interpreters can vary and of course is more lucrative for those who are more established and in-demand.

Students enrolled in this course will learn the how-tos of starting, growing, and managing a successful career as a freelance translator / interpreter.



Process: Self-paced - Instructor led

Using Interactive PowerPoint slides, Student Handouts and Reference/Resource Materials

Expected Outcomes and Deliverables

What you will learn:

- How to get started as a translator / interpreter -- and what to expect along the way
- Develop work for hire or contract agreements for services provided
- Research and establish competitive fees structures
- Conduct a personal self evaluation and assessment

- Design marketing collateral materials
 - Clearly define a Business Code of Ethics statement
 - Setup and maintain an in-house resource and reference library
 - Implement effective marketing strategies and techniques
 - Conduct effective online and off-line marketing campaigns
 - Establish a professional online presence to educate potential clients of your capabilities and to market services
 - How to research and select appropriate equipment for your home office
 - Expectations of your clients
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Who Should Take This Course?

- Bilingual individuals interested in a career as a freelance translator or interpreter
- Novice with experience as an employed translator or interpreter, interested in launching a freelance career

Course Prerequisites:

- General knowledge of how to operate a computer
- Internet access is a MUST (see computer requirements below)
- Conduct online research: locating information and resources
- Present your business idea / concept into written word format
- Ability to design and setup a working in-home office
- Capable of working alone and/or as part of a distance learning group

To ensure the best online learning experience possible, please ensure that your computer meets at least the minimum technology requirements:

PC User: Windows Client - RECOMMENDED

Pentium IV® or later

Windows XP® or later

512 MB (RAM)

60 MB free disk space

Display Resolution: 1024 x 768 or higher

Internet Connection: Broadband Cable or DSL

Soundcard with speakers and microphone or headset with microphone

Web Browsers: Netscape, IE, Firefox, Opera or later

Plug-ins: Acrobat Acrobat, Flash, Real Media, Windows Media

Internet Access: High speed DSL or Cable Modem

PC User: Windows Client - Minimum

Windows 98/ME/2000

Pentium III 500 MHz processor

128 MB RAM

20 MB free disk space

Display Resolution: 800 x 600 or higher

Soundcard with speakers and microphone or headset with microphone

Web Browsers: Netscape, IE, Firefox, Opera or later

Plug-ins: Acrobat Acrobat, Flash, Real Media, Windows Media

Internet Access: 28.8 kbps - 56 kbps dialup

Mac User:

Mac OS 9.1/9.2, Mac OS X 10.1.5, 10.2, 10.3, and 10.4

G3 233 MHz

64 MB RAM (OS 9.x), 128 MB RAM (OS X 10.1.5, 10.2, and 10.3), and 256 MB (OS X 10.4)

20 MB free disk space

28.8 kbps Internet connection

Speakers and microphone or headset with microphone